

## Police Officer / City of Craig

Craig Police Department is accepting applications for the position of: **POLICE OFFICER**.

**GENERAL DESCRIPTION:** This police officer who, under moderate supervision, performs the full range of duties associated with traffic and criminal law enforcement.

**EXAMPLES OF WORK:** Responds to emergency calls for Police, Fire and EMS services. Responds to calls for service and assistance. Enforces local, state and federal law. Effects lawful arrests of suspected criminals by taking them into physical custody, conducts investigations of alleged or suspected criminal activity in response to complaints received or information developed in the course of assigned activities. Completes written reports, conducts interviews and testifies at court proceedings

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of, or ability to learn, State and City laws and their enforcement; investigation and law enforcement methods; procedures and policies; and the laws governing and prescribing the powers and authorities of a law enforcement officer; learn criminal justice procedures; and ability to operate equipment used in law enforcement. Must have the ability to maintain confidentiality and security. Problem solving ability, use of common sense, and the ability to quickly analyze situations and respond accordingly are necessary. Must have the ability to establish and maintain productive working relationships with various people and organizations. Must have excellent written and oral communication skills and the ability to follow complex written and oral instructions. Must have the ability to work under pressure, to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines

**EDUCATION AND EXPERIENCE:** High school diploma or GED required. Experience working with the public helpful. Problem solving skills are necessary.

**LICENSES AND SPECIAL REQUIREMENTS:** Must be at least 21 years of age. Must meet APSC standards and obtain Basic certificate within 12 months of hire. Valid Alaska driver's license or the ability to obtain one within 90 days of hire. Employees are required to carry and be proficient with a firearm. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check, and physical showing acceptable results prior to offer of employment. Interview process can consist of a written test, oral board interview, physical fitness test and psychological test.

**POSITION:** \$20.00 - \$28.00 per hour DOE Regular Full-Time Position Excellent Benefits

**DEADLINE:**

Open until filled

To request a job application and F-3 form, please contact RJ Ely, Chief of Police at 907-826-3330. The APSC Form F-3 is available at <http://www.dps.state.ak.us/apsc/asp/forms.asp> A completed application, F-3 form and resume can be mailed to:

**Craig Police Department**  
P.O. Box 25  
Craig, AK 99921

Email Applications to Chief RJ Ely at [RE44@craigpd.com](mailto:RE44@craigpd.com) or fax to 907-826-3878